

## Supplemental Information for Consultant Certification for Environmental Studies

Consulting firms that desire to provide consultant services for the preparation of Environmental Assessments/Impact Statements for FHWA / NDOR approval must demonstrate education / experience / expertise and training of key personnel.

### Qualifying Education of Key Personnel:

1. The Firm must have a Graduate of a college or university with a bachelor's degree in the field of environmental science, planning, engineering or a closely related field, i.e. biology, geology, geography, etc.

### Qualifying Experience of the Firm's Key Personnel:

1. The Firm must have an individual who has three years experience with a Bachelor of Science or Arts degree or two years experience with a Master of Science or Arts degree.
2. The Firm must have an individual who has experience and training having to do with the preparation and coordination of acceptable Environmental Assessments and Environmental Impact Statements. "Acceptable" means documents that have been formally accepted by NDOR (or transportation agencies in other states) and FHWA. Acceptable documents must meet all the requirements for environmental documentation spelled out in the FHWA Technical Advisory 771 and other applicable Federal and State regulations and laws.

### Qualifying Training of Key Personnel including identified Sub-consultants:

1. Noise Studies – Certificate of Training from a noise modeling school (such as those offered by University of Louisville, Vanderbilt University or the University of Central Florida). The training should cover the Stamina 2.0 model until April 2000, and after April 2000 training must include TNM 1.0a. They will need to possess the software to run all of these models.
2. Air Quality - Certificate of Training in Mobile 5.0a, Caline 3, and CAL3QHC or later Versions. They will need to possess the software to run all of these models.
3. NEPA Compliance – Certificate of Training in preparation of NEPA Compliance Documents. Completion of an NHI/FHWA course is preferred.

4. Wetlands – Certificate of Training indicating completion of a wetland delineation training course for jurisdictional wetlands as defined by the most current Army Corps of Engineers Wetlands Delineation Manual.
5. Historic Preservation and Cultural Resource Management – Certificate of Training in Historical Preservation Act Section 106 Project Review or NEPA Compliance training that includes substantial training on integrating Section 106 into environmental analyses and documents.

Submittal Requirements:

1. List of NEPA projects the Firm has completed where current employees have been project manager, principal author, or key professional. (Use the format of the attached Table 1).
2. Detailed resume of each project manager and key professional that may be used to prepare NEPA documents. Include a listing of completed projects approved by FHWA and others where the employee has been substantially involved.
3. Project Experience Summary - List completed and approved NEPA projects. Identify specific services provided by your firm for each project (use the format of the attached Table 2).
4. Describe other experience with specific environmental studies relative to transportation projects that individuals or the firm brings to bear on NEPA projects.
5. Copies of certificates of training as mentioned above.
6. List of Sub-consulting Firms the Primary Consultant will draw upon to conduct special environmental studies not included in the Firms experience and expertise. Include Firms name, address, telephone number, key contact and indicate whether or not the Firms have worked together on previous projects.

**Table 1**  
**Firm/Employee Project Experience**

<i>Employee</i>	<i>Firm's NEPA Projects</i>	Arlington Expressway	I-80/680 Interchange	Westport Beltway	Hyland East	US-83 North	I-480 North
John Doe, P.E.		KP	KP	KP			PM
Jane Doe, C.P.G.			PA	PM	PM		PA
Jack Rush		KP	PM	KP	TS	TS	KP
Jill Jones		KP	TS	PA		PM	TS
Sam Wilson, P.E.			KP		KP		KP

K.P. = Key Personnel  
P.M. = Project Manager  
P.A. = Principal Author  
T.S. = Technical Specialist

**Table 2**  
**Firm's NEPA Project Experience**

	EA	EIS	4(f)	6(f)	CE Justification	Wetland Delineation/Mitigation	Threatened and Endangered Species Studies	Air Modeling	Noise Analysis/Abatement	Section 106 Surveys	Public Involvement Process	Environmental Justice Evaluation
Arlington Expressway	✓		✓	✓		✓	✓			✓		
I-80/680 Interchange		✓				✓		✓	✓		✓	✓
Westport Beltway	✓					✓	✓	✓	✓	✓	✓	✓
Hyland East					✓							
US-83 North		✓					✓				✓	✓
I-480 North	✓		✓			✓		✓	✓	✓	✓	